

**U.S. Department of Housing and Urban Development  
Moving to Work Research Advisory Committee**

**Membership Balance Plan**

- (1) **Federal Advisory Committee Name:** Moving to Work Research Advisory Committee (“Committee”).
- (2) **Authority:** Section 239 of FY2016 Appropriations Act, Public Law 114-113 establishes the Moving to Work Research Advisory Committee.
- (3) **Mission/Function:** The purpose of the Committee is to advise the Secretary of the U.S. Department of Housing and Urban Development (“HUD”) on the following:
- Specific policy proposals and evaluation methods for the Moving to Work (“MTW”) demonstration, to inform the one specific policy change that the Secretary shall direct for each cohort of agencies receiving an MTW designation;
  - Rigorous research methodologies that will effectively measure the impact of the policy changes identified;
  - Policy changes adopted by current MTW PHAs that have proven successful and can be applied more broadly to all PHAs;
  - Statutory and/or regulatory changes necessary to implement policy changes for all PHAs; and

The duties of the Committee are solely advisory. The Committee shall have no role in reviewing or selecting the MTW PHAs.

The Committee will function in an organized manner and carry out its business in a way that guarantees a fair opportunity for the expression and consideration of various positions.

- (4) **Points of View:** The Committee shall be composed of not more than fifteen (15) members, which the Secretary shall appoint. Member designations will be reflected as either Special Government Employees (“SGEs”), Regular Government Employees (“RGEs”) or Representative. In order to provide balance and a broad representation of ideas, membership of the Committee shall include two program and research experts from the Department of Housing and Urban Development, one from HUD’s Office of Public and Indian Housing (“PIH”) and one from HUD’s Office of Policy Development and Research (“PDR”); up to five PHAs with an MTW designation; up to two current and/or former residents of PHAs with an MTW designation; and up to five independent subject matter experts in housing policy research. The Committee will represent diversity of members.

The Department will identify potential committee members based upon the criteria listed below and present them to the Secretary for appointment to the Committee. In general,

possessing subject matter expertise in the programs operated by PIH, and specifically the MTW Demonstration Program, is beneficial in helping the Committee accomplish its mission. The Department will consider a number of factors to determine the selection of committee members, including:

- a) For up to five researchers, the Department will consider:
  - Educational background (e.g. advance degree(s) in fields such as sociology, economics, statistics, public policy and urban planning, or a related field);
  - Professional experiences and accomplishments (e.g. nature of work, projects, or publications);
  - Current employment and membership in relevant associations; and
  - Experience working directly with PHAs and/or assisted housing residents.
- b) For up to five current Executive Directors, or designees as approved by HUD, at a PHA with an MTW designation, the Department will consider:
  - The size of the PHA (e.g., the combined units of public housing and vouchers);
  - The distribution of resources and families served across programs;
  - Participation in the Rental Assistance Demonstration;
  - The geographical location of the PHA;
  - Experience designing or implementing MTW policies that are under consideration for further study by expansion PHAs;
  - Experience working with special needs populations (e.g. homeless, disabled);
  - The participation of the housing authority in third-party research on HUD programs; and
  - Knowledge and experience implementing innovative housing and community development programs and policies.
- c) For up to three former and/or current residents of public housing and/or voucher recipients at a PHA with an MTW designation, the Department will consider:
  - General engagement and involvement with the PHA and the community, including membership in relevant boards and associations (e.g. the Resident Advisory Board, Housing Authority Board, other PHA boards/groups, or local or national resident advocacy organizations);
  - History of engagement on MTW issues (e.g. discussion of policy changes, impacts of policy changes, or evaluation and research);
  - Experience with HUD self-sufficiency programs;
  - Knowledge and or exposure to the research process; and
  - Demonstrated ability to represent people of diverse backgrounds.

Selected current and/or former residents who are members of the Committee cannot represent the same MTW PHAs as the MTW PHA staff serving on the Committee. Additionally, it would be helpful if they are residents of a PHA that has participated in a third-party evaluation.

All appointments will be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, or cultural, religious, or socioeconomic status. As noted in the Charter, no member of the Committee or subgroup shall be a federally registered lobbyist. Any new Committee members will be reviewed using the above criteria.

- (5) Other Balance Factors:** The other balance factor that HUD identified as important for the Committee is geographic diversity.

**(6) Candidate Identification Process:**

PDR and the PIH Moving to Work Office staff, including, but not limited to, the Director of the Moving to Work Office and the Associate Deputy Assistant Secretary for the Office of Policy Development in PDR will develop a candidate list based upon the criteria listed in Sections 4 and 5 of this document. The candidate list will then be presented to the Assistant Secretaries, or equivalent, of PDR and PIH for review and identification of candidates to be recommended to the Secretary of HUD for appointment.

Members are appointed for a two-year term with the possibility of reappointment at the discretion of the Secretary. If any vacancies occur during the life of the Committee, the Designated Federal Officer (“DFO”) will notify the Committee Management Officer. Depending on the needs of the agency, the DFO will recommend that the Secretary fill vacancies and will strive to do so no later than six (6) months after the position is vacated.

- (7) Subcommittee Balance:** The balance plan for any subcommittee shall incorporate the same policies and practices as for the committee of the whole. Further, any subcommittee shall include at least one member from each of the categories of interests identified in the Act.

- (8) Date Submitted :** May 2, 2016